



BOOK  
ALERT

an *annotated* listing of recently published,  
work related reading for City of Tempe employees ...

\* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt\_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 158  
A464S Alston, John and Lloyd Thaxton  
**Stuff Happens (and Then You Fix It!) 9 Reality Rules to Steer Your Life Back in the Right Direction.** John Wiley and Sons, Inc., 2003. *For me it's going to require two lefts and then a hard right.*
- 153  
G194B Gamon, David and Allen D. Bragdon  
**Building Mental Muscle: Conditioning Exercises for the Six Intelligence Zones.** Allen D. Bragdon Pub. Inc., 2003. *Try this if you've had enough of that low carb brain food diet.*
- 153.12  
G662I Gordon, Barry and Lisa Berger  
**Intelligent Memory: Improve the Memory that Makes You Smarter.** Intelligence Amplification Inc., 2003. *Then I'll only have to remember how smart I am.*
- 183.2  
S678GR Gross, Ronald  
**Socrates' Way: Seven Master Keys to Using Your Mind to the Utmost.** Putnam, 2002. *I'll follow any wisdom of Socrates except when it comes to choice of beverage.*
- 650.1  
M465T Maxwell, John C.  
**Thinking for a Change: 11 Ways Highly Successful People Approach Life and Work.** Warner Books, 2003. *Most people don't realize their brain can easily handle 100 watt idea light bulbs.*
- 153.44  
W235I Walters, J. Donald  
**Intuition for Starters.** Crystal Clarity Pub., 2002. *I had a hunch this was going to be a valuable book - and that was only after reading the title.*

COMMUNICATION

- 808.042  
F828P Frank, Steven  
**The Pen Commandments: A Guide for the Beginning Writer.** Random House, 2003. *The really important one is not to covet your neighbor's prose - especially when it's lousy.*

650.13  
G465C      Gilbert, Matthew  
              **Communication Miracles at Work: Effective Tools and Tips for Getting the Most from Your Work Relationships.** Conari Pr., 2002. *And if in the middle of your conversation with a co-worker, you decide to go with the "burning bush" technique, I don't think it will set off the sprinkler system.*

651.73  
J439L      Jeary, Tony  
              **Life Is a Series of Presentations: 8 Ways to Punch up Your People Skills at Work, at Home, Anytime, Anywhere.** Simon and Schuster, 2004. *You know - I thought carrying around a laptop with Powerpoint was a bit awkward at first too, but once you get the hang of it ...*

## MANAGEMENT

658.00722  
B858S      Brinkerhoff, Robert O.  
              **The Success Case Method: Find Out Quickly What's Working and What's Not.** Berrett-Koehler Pub. Inc., 2003. *I personally know a quick sampling method that works especially well around any dessert table.*

658  
C456P      Chang, Richard  
              **The Passion Plan at Work: Building a Passion-Driven Organization.** Jossey-Bass, 2001. *Besides- with all that heat - you don't need to wear a sweater when the thermostat is under 70 degrees.*

658.314  
G798M      Green, Thad B.  
              **Motivation Management: Fueling Performance by Discovering What People Believe About Themselves and Their Organizations.** Davies-Black Pub., 2000. *You mean besides their being indispensable and undervalued?*

658.3  
L418T      Lawler, Edward E. III  
              **Treat People right! How Organizations and Individuals Can Propel Each Other into a Virtuous Spiral of Success.** Jossey-Bass, 2003. *Warning: following the course of action set out in this book too quickly, could induce mass motion sickness.*

174.4  
M465T      Maxwell, John C.  
              **There's No Such thing as "Business" Ethics: There's Only One Rule for Making Decisions.** Warner Books, 2003. *I was starting to breath a sigh of relief - until I read that the one rule is the "Golden Rule". Oh well - I knew there had to be a catch somewhere.*

650.1  
T629P      Tobias, Randall and Todd Tobias  
              **Put the Moose on the Table: Lessons in Leadership from a CEO's Journey Through Business and Life.** Ind. Univ. Pr., 2003. *This shouldn't be a problem as long as you have at least a 12 foot high ceiling*

## SPECIFIC SKILLS

- 646.7  
A425R Allen, David  
**Ready for Anything: 52 Productivity Principles for Work and Life.** Viking, 2003. *I'm still not sure though about juggling those power saws.*
- 152.4  
A443I Allyn, David  
**I Can't Believe I Just Did That: How (Seemingly) Small Embarrassments Can Wreak Havoc in Your Life and What You Can Do to Put a Stop to Them.** Penguin Gr. Inc., 2004. *If you try this you'll just have to be careful about how many embarrassments you avoid because not enough blushing may make you look overly pale.*
- 650.1  
R662W Robinson, Joe  
**Work to Live: The Guide to Getting a Life.** Berkley Pub. Gr., 2003. *What do you want more time for - you'd probably only waste it eating, sleeping or going to the bathroom.*
- 650.1082  
S553P Sherman, Aliza  
**Powertools for Women in Business: 10 Ways to Succeed in Life and Work.** Entrepreneur Media Inc., 2001. *The one you just gotta have is the combination mentor kit and multispeed power nail file.*
- 613.79  
Z43E Zeer, Darrin  
**Everyday Calm: Relaxing Rituals for Busy People.** Chronicle Books, 2003. *For those of you who want to be lean, mean and serene.*